

(B) TEMPORARY LIMITED EMPLOYMENT FOR STUDENTS PROGRAM;
COOPERATIVE EDUCATION FOR STUDENTS IN HIGH SCHOOLS
PROGRAM

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Enclosed for each office are copies of guidelines for two programs relating to the hiring of high school students.

The Cooperative Education for Students in High Schools (Cooperative Education) Program and the Temporary Limited Employment for Students (TLES) Program are being offered as a way of alleviating some of the difficulties offices are experiencing in recruiting permanent full-time support employees, particularly in the larger offices where commuting is a problem and the FBI cannot compete with the salaries private industry is able to pay.

A brief synopsis of each program is as follows:

The Cooperative Education Program allows an office to hire a high school student as a GS 1 Student Aid to work part-time beginning the summer between their junior/senior year, not to exceed their graduation date. They are allowed to work a maximum of 1,040 hours in a calendar year. An agreement must be signed with the high school, and the office must comply with pertinent reporting procedures required by the school. The students are not tested for employment under this program. It is stressed that the duties assigned to the students employed under this program must be of no higher level than GS 1, and they must be afforded strict supervision.

The TLES Program allows an office to hire a student full-time (40 hours per week) the summer between their junior/senior year. When school resumes in the fall, their work hours are converted to part-time (20 hours per week), not to extend beyond their high school graduation date. They are subject to appropriate preemployment tests. The students will be released from school per the regulations of the individual school. The students are hired as either GS 3 general clerical employees or GS 4 Clerk-Typists.

Offices are requested to indicate which program the student is being hired under on the Request to Hire form (FD-391).

Manual of Administrative Operations and Procedures changes will follow.

John E. Otto
Acting Director

Enclosures (2)

6-16-87
MEMORANDUM 17-87

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FBI GUIDELINES -
COOPERATIVE EDUCATION FOR STUDENTS IN HIGH SCHOOLS

1. Purpose of Cooperative Education for Students in High Schools

- On-the-job experience for students in their particular vocational field.
- The FBI benefits from the use of their services while employed under this program and hopefully gains full-time, fully trained personnel upon their graduation.

2. Qualifications

- 16 years of age.
- Subject to appropriate background investigation.
- Must remain enrolled in school.
- Prior to taking the Oath of Office, the appointee must pass a physical examination.

3. Working Arrangements

- The FBI must have a written memorandum of understanding with the high school.

4. Work Schedule/Tour of Duty

- 20 hours/week during summer between junior/senior year;
20 hours/week during school year.
- Not to exceed graduation date.

5. Work Performance

- As required by the school, the field office must submit a performance review and discuss review with student. Based on this review, a recommendation will be made regarding retention or release.

FBI Guidelines-
Cooperative Education for Students in High Schools (Continued)

6. Pay and Classification

- GS 1 Student Aid.

7. Benefits for Which Eligible

- Coverage under the Federal Insurance Contributions Act (social security).
- Accrual of sick leave and annual leave at the rate of one hour for every 20 hours worked.
- Paid for holiday if it falls during regularly scheduled tour of duty.
- Service credit.

It should be noted the appointees are not eligible for life insurance, health insurance, retirement benefits, or promotional opportunities until such time as they are converted to permanent appointments. They will be considered for the next higher grade level upon conversion, if recommended.

8. Effect On Target Staffing Level

- The appointees will be absorbed within existing TSL.
- The appointees should be located in headquarters city in order to provide them with proper supervision, allow the office to use them most appropriately, and enable the office to make the best determination as to whether the program meets the office's needs.

9. Employment of Relatives

- Restrictions on employment of relatives apply as stated in the Manual of Investigative Operations and Guidelines, Part I, Section 67, Item 67-4, Pages 340-341.

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FBI GUIDELINES -
TEMPORARY LIMITED EMPLOYMENT FOR STUDENTS

1. Purpose of Temporary Limited Employment for Students

- On-the-job experience for students in their particular vocational field.
- The FBI benefits from the use of student services while they are employed under this program and hopefully gains full-time, fully trained personnel upon their graduation.

2. Qualifications

- 16 years of age.
 - Subject to appropriate background investigations.
 - Must pass necessary tests.
 - Must remain enrolled in school.
- Prior to taking the Oath of Office, the appointee must pass a physical examination.

3. Working Arrangements

- The students will be released from their schools to work in this program per the regulations of the individual institution.

4. Work Schedule/Tour of Duty

- 40 hours/week during summer between junior/senior year;
20 hours/week during school year.
- Not to exceed graduation date; however, may be extended on an individual basis if student decides to pursue additional schooling.

5. Work Performance

- Special performance appraisal required at the end of 60 days.
- Must meet performance standards set for the position or be subject to removal under inadequate work performance procedures.

FBI Guidelines-

Temporary Limited Employment for Students (Continued)

6. Pay and Classification

- GS 3 (entry level clerical)
GS 4 (Clerk-Typist)

7. Benefits For Which Eligible

- Coverage under the Federal Insurance Contributions Act (social security).
- Consideration for within-grade increases based on job performance at acceptable level of competence (only if their tour of duty is extended).
- Accrual of sick leave and annual leave at the rate of one hour for every 20 hours worked.
- Paid for holiday if it falls during regularly scheduled tour of duty.
- Service credit.

It should be noted the appointees are not eligible for life insurance, health insurance, retirement benefits, or promotional opportunities until such time as they are converted to permanent appointments. They will be considered for the next higher grade level upon conversion, if recommended.

8. Effect On Target Staffing Level

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SPECIAL AGENT ELIGIBILITY THRU 12/31/99

For retention
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COUNT

HORIZONTAL GRAPH (TO SCALE)

2 +
4 +
19 *
29 **
62 *****
168 *****
234 *****
323 *****
427 *****
475 *****
554 *****
567 *****
474 *****
400 *****
416 *****
331 *****
392 *****
409 *****

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this is.